



CITY CLERK

Purpose:

To actively support and uphold the City's stated mission and values. To plan, direct and implement the activities and operations of the City Clerk's office by following the Tempe Way; to develop and maintain the City's records management program; and to perform a variety of responsible supervisory and administrative tasks related to the management of the City Clerk's office. To lead and manage by using 360 degree feedback.

Supervision Received and Exercised:

City Clerk is accountable to the City Council.

Exercises direct supervision over clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Manage, direct and organize activities of the City Clerk's office including records management and elections.
- Attend City Council meetings and study sessions; record all official proceedings; supervise the preparation of minutes and other documents; direct the publication, filing, indexing and storage of all proceedings of the City Council.
- Recommend goals and objectives of policies and procedures of the City Clerk's office.
- Direct, oversee and participate in the development of the office work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.

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- Coordinate and maintain the records management program; participate in the development of computerized systems for the City's record systems; establish a records management manual to identify official records and to schedule orderly destruction of records according to established procedures.
- Research, develop, plan and implement records systems in all City departments.
- Supervise and participate in the development and administration of the office budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement midyear adjustments.
- Plan and administer periodic City elections in accordance with City code, State statutes and Federal regulations. Oversee preparation and distribution of candidate petitions.
- Post and advertise official meetings, public hearings, calls for bids and other documents of public interest; maintain affidavit of publications and postings.
- Coordinate office activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Serve as Secretary for the local police and firefighters public safety retirement boards; maintain pension records.
- Receive and distribute claims, summons and complaints.
- Plan and direct the maintenance, updating and filing of official municipal documents.
- Assist the public and City staff by providing information and research assistance.
- Perform related duties as assigned.

Experience and Training Guidelines:

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Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible administrative support experience, including two years of administrative and supervisory responsibility. Knowledge of pertinent Federal, State and local laws, codes and regulations related to municipal elections and records management and retention is also required.

Training:

A Bachelor's degree from an accredited college or university in business or public administration or related field.

Licenses/Certifications:

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Certification as a Certified Municipal Clerk is desired.

This position is unclassified, which means the employee or the City Council can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 0160

FLSA: Exempt